

**SUMMARY OF CONTRACT ACTION REPORT (SOCAR)**

**A. REPORTABLE PROCUREMENTS FOR SUMMARY OF CONTRACT ACTION REPORT (\$25,000 OR LESS).** See page 1 for reportable procurements. There are specific instances when actions of \$25,000 or less should be reported individually. Omit from the Summary of Contract Action Report (of \$25,000 or less) any action that has been reported or is reportable using the ICAR format.

**B. REPORTING CONTRACT ACTIONS AND DOLLAR AMOUNTS.** Count as an action each contract, purchase order, call against a blanket purchase agreement, order against a basic ordering agreement, delivery order, or modification that obligates or deobligates funds during the report period. Net dollars are the net sum of obligated and deobligated dollars during the report period, rounded to the nearest thousand, and then truncated to eliminate the zeros from the rounding. Examples include:

- \$4,565,264.50 rounds to \$4,565,000 and shall be reported as 4565.
- \$964,745.80 rounds to \$965,000 and shall be reported as 965.

**C. EXPLANATION OF LINES AND COLUMNS.**

Column (a) is for the number of actions.

Columns (b) through (e) in Part I break down the total in column (f) by type of contractor for lines 3 through 7 and lines 9 through 11. All lines include both new awards and modifications, with the exception of Line 12 which is for modifications only.

- Column (b) is for net dollars to small businesses.
- Column (c) is for net dollars to large businesses.
- Column (d) is for net dollars to both domestic contractors performing outside the United States and to foreign contractors.
- Column (e) is for net dollars to any other entity which does not fall within the definitions of columns (b) through (d), and includes state and local governments, educational institutions, non-profit or not-for-profit organizations, and Federal Prison Industries, i.e., UNICOR.
- Column (f) is the sum of columns (b) through (e) for lines 3 through 7.

**D. FREQUENCY OF REPORTING.** VA contracting activities must submit the Summary of Contract Action Report (\$25,000 or less) on VA Form 10-1399t on a quarterly basis to the Austin Automation Center, Austin, Texas, by the 20th calendar day following the end of the quarter for Quarters 1, 2, and 3, and by the last workday in October for Quarter 4. If the 20th falls on a weekend or holiday, the reports are due the last workday prior to the 20<sup>th</sup>.

**INSTRUCTIONS FOR REPORTING  
THE SUMMARY OF CONTRACT ACTION REPORT (SOCAR) (\$25,000 OR LESS)  
VA FORM 10-1399T**

**A. REPORT PERIOD**

Enter the four digit fiscal year and one digit fiscal quarter. Report the four digit numeric code for the year and the one digit numeric code for the quarter. See Appendix A for definition of Report Period.

**B. CONTRACTING OFFICE CODE**

Report the five digit contracting office code identifying the activity performing the actions being reported. The first two digits must be zero.

**PART I - PRIME CONTRACT ACTIONS OF \$25,000 OR LESS**

*Report all dollars rounded to the nearest thousand.*

**LINE 1: TARIFF OR REGULATED ACQUISITIONS**

Report the total actions and net dollars for tariff or regulated industry awards. See Appendix A for definition of "tariff or regulated acquisitions". Report both pre-CICA and post-CICA Actions. If none, leave blank. Any actions reported here must be added to Column 11(a) and Column 11(f).

*NOTE: Do not report these actions and net dollars in lines 2 through 7 and in Part II.*

**LINE 2: CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION**

Report the total actions and net dollars of the number of actions with a foreign government or international organization. Awards to foreign contractors are reported in Lines 3e through 7e. If none, leave blank. Any actions reported here must be added to Column 11(a) and Column 11(f).

*NOTE: Do not report these actions and net dollars in lines 2 through 7 and in Part II.*

**LINE 3: PURCHASES USING SIMPLIFIED ACQUISITION PROCEDURES (FAR 13)**

Report the total actions and net dollars for purchases of \$25,000 or less (including modifications to those purchases) awarded pursuant to the simplified acquisition procedures in FAR 13, excluding imprest fund, SF 44 purchases, training, orders to other government agencies, and government purchase card purchases of \$2,500 or less. Micropurchases awarded using simplified acquisition procedures, other than the use of the government purchase card, should be reported here. The sum of columns 3(b) through 3(e) must equal column 3(f).

**LINE 4: ORDERS - GSA FEDERAL SCHEDULES ONLY**

Report the total actions and net dollars for orders placed under GSA federal schedule (FS). The sum of columns 4(b) through 4(e) must equal column 4(f).

**LINE 5: ORDERS - OTHER FEDERAL SCHEDULES**

Report the total actions and net dollars for orders placed under FS contracts awarded by VA. The sum of columns 5(b) through 5(e) must equal column 5(f).

**LINE 6: ALL OTHER ORDERS**

Report the total actions and net dollars for orders placed under indefinite delivery contracts (other than federal schedule (FS) contracts) and basic ordering agreements. The sum of columns 6(b) through 6(e) must equal column 6(f).

**Line 7: OTHER PROCUREMENT METHODS**

Report the total actions and net dollars for any action reportable on the Summary of Contract Action Report and not falling into any of the categories in lines 1 through 6. This includes UNICOR, 8(a) awards, and JWOD Nonprofit Agency awards. The sum of columns 7(b) through 7(e) must equal column 7(f).

**LINE 8: TOTAL NEW AWARDS AND MODIFICATIONS**

Report the totals of lines 1 through 7 in this line.

- The sum of lines 1 through 7 in column (a) must be equal to Column 8(a).
- The sum of lines 3 through 7 in column (b) must be equal to Column 8(b).
- The sum of lines 3 through 7 in column (c) must be equal to Column 8(c).
- The sum of lines 3 through 7 in column (d) must be equal to Column 8(d).
- The sum of lines 3 through 7 in column (e) must be equal to Column 8(e).
- The sum of lines 1 through 7 in column (f) must be equal to Column 8(f).
- Line 8 does not add across.

**LINE 9: COMPETED**

Report the portions of Line 8 (total actions and net dollars) which were competitively awarded. Competed actions include actions \$25,000 or less when any of the following conditions apply:

- Simplified acquisition procedures were used and competition was obtained;
- Competitive procedures were used to fulfill the requirement for full and open competition (see FAR 6.1);
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources, to set-aside a procurement for small businesses, or to compete 8(a) awards (see FAR 6.2);

Statutory authorities for other than full and open competent were used (see FAR 6.3), and more than one offer was received; or

***Continued on next page.***

- The contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was competitively negotiated.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) contract awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from line 9 and should be reported on line 11.

<b>LINE 10: NOT COMPETED</b>
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Report the portions of Line 8 (total actions and net dollars) which were not competitively awarded to small businesses. Not competed actions are those that are sole source and the contracting officer did not obtain competition.

<b>LINE 11: NOT AVAILABLE FOR COMPETITION</b>
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Report the portions of Line 8 (total actions and net dollars) which were not available for competition.

- Add actions reported in Lines 1(a) and 2(a) to Line 11(a).
- Add dollars reported in Lines 1(f) and 2(f) to Line 11(f).
- The sum of Lines 9(a), 10(a), and 11(a) must equal Line 8(a).
- The sum of Lines 9(b), 10(b), and 11(b) must equal Line 8(b).
- The sum of Lines 9(c), 10(c), and 11(c) must equal Line 8(c).
- The sum of Lines 9(d), 10(d), and 11(d) must equal Line 8(d).
- The sum of Lines 9(e), 10(e), and 11(e) must equal Line 8(e).
- The sum of Lines 9(f), 10(f), and 11(f) must equal Line 8(f).

Actions of \$25,000 or less are not available for competition when any one of the following conditions apply:

- Awards for utilities (excluding long distance telecommunications services) where there is no opportunity for competition (Line 1). Local telecommunication dial tone services should be reported as not available for competition.
- Contract for foreign government or international (Line 2).
- Brand name commercial products for authorized resale
- Procurements authorized or required by statute to be awarded to a designated source.
- Sole source 8(a) contract awards pursuant to FAR 6.302(b)(4).
- Micropurchases (FAR 13.101).

***Continued on next page.***

- Awards with Federal Prison Industries (UNICOR)
- Other contract actions where the agency has determined that there is no opportunity for competition.

**LINE 12: MODIFICATIONS (EXCLUDING LINE 3)**

Report the portions of Line 8 (total actions and net dollars) excluding FAR Part 13 simplified acquisitions reported in Line 3, which were modifications (not new awards).

**PART II - SELECTED SOCIOECONOMIC STATISTICS**

**13. SMALL BUSINESS SET-ASIDE**

Report the total actions and net dollars for awards (including SBIR) made under small business set-asides or partial small business set-asides awarded pursuant to FAR 19.502-2 or 19.502-3. Actions must be less than or equal to the actions in Line 8(a). Net dollars must be less than or equal to the net dollars in Line 8(b).

**14. TOTAL AWARDS TO ALL SMALL BUSINESSES**

Report the total actions and net dollars for awards to small business concerns as defined in FAR 19.001. This includes awards to small disadvantaged business concerns, women-owned small business concerns, and veteran-owned small business concerns. Actions must be less than or equal to the actions in Line 8(a). Net dollars must be equal to the net dollars in Line 8(b).

**15. 8(A) CONTRACT AWARD**

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8. Line 15 must be less than or equal to Line 17.

**16. RESERVED**

**17. SMALL DISADVANTAGED BUSINESS CONCERNS**

Report the total actions and net dollars to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. **Note that this includes all 8(a) concerns (which are also reported under Line 15)** but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations. Line 17 must be less than or equal to Line 14.

**18. HISTORICALLY BLACK COLLEGES & UNIVERSITIES/ MINORITY INSTITUTIONS (HBCU/MI)**

Report the total actions and net dollars for awards to historically black colleges and universities, or minority institutions (HBCU/MI). See Department of Education web site at <http://www.ed.gov/offices/OCR/ocrprod.html> for a list of the HUBC/MIs.

**19. HUBZONE PROGRAM SET-ASIDE**

Report the total actions and net dollars for awards to HUBZone small business concerns that were the result of a competitive or sole source HUBZone set-aside. Line 19 should be less than Line 20. Line 19 must be less than or equal to Line 14

**20. HUBZONE SMALL BUSINESS CONCERNS**

Report the total actions and net dollars for awards to all HUBZone small business concerns, regardless of the procedure used to make the award. Line 20 must be less than or equal to Line 14.

**21. WOMEN-OWNED SMALL BUSINESS**

Report the total actions and net dollars for awards to women-owned small businesses. See Appendix A for definition. Line 21 must be less than or equal to Line 14.

**22. JAVITS-WAGNER-O'DAY (JWOD) NONPROFIT AGENCY**

Report the total actions and net dollars for awards to a nonprofit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act.

**23. DISABLED VETERAN-OWNED SMALL BUSINESS**

Report the total actions and net dollars for awards to all disabled Veteran-owned small businesses. Include disabled Vietnam Veterans. Line 23 should be less than or equal to Line 24.

**24. TOTAL AWARDS TO ALL VETERAN-OWNED SMALL BUSINESS**

Report the total actions and net dollars for awards to all Veteran-owned small businesses. This includes those actions awarded to service disabled Veterans plus those actions awarded to other Veterans. Line 24 should be greater than or equal to Line 23.